
BBID BOARD SIGN OFF

MARCH 2023: AGENDA

NO BBID BOARD MEETING HELD IN MARCH - SEE OPEN MEETING NOTES.

MARCH 23: AGENDA

1. FEB 2023 BBID BOARD MINUTES
 2. BBID DIRECTOR ATTENTION REQUIRED:
 - a. 2022 Accounts (Sign off)
 - b. Toilet Map (Vote)
 - c. Bedminster Beer Trail (Vote)
 - d. Printed Newsletter (Vote)
 - e. Graffiti Cleaning (Vote)
 3. AOB
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1. FEB BBID BOARD MEETING MINUTES

Tuesday 14 February 2023 - ACTA

Present:

- Tom Windaybank (Vice Chair)
- Jocelyn Welby
- Stef Brammar
- Kellie Hasbury
- Stephen Hayles
- Steve Clymer

Abservers:

- Sarah Morrison, Bristol City Council
- Martin Bowers

Apologies: Simon Dicken, Darren Baker, Andrew Procter, Ade Williams

The meeting was chaired by Joss Wellby

1. Minutes of previous meeting and matters arising not on the agenda:

- *SB asked what progress had been made on the water bottle refill proposal. It was agreed that this - and access to toilets for disabled and elderly shoppers - should be raised with traders and discussed on a future agenda.*
- *SB pointed out that Ade Williams had raised his concern that the wider community don't know what the BBID delivers - so we need to raise our profile. Agreed. SM had suggested more hi-vis credits and physical paper handouts.*

2. ACCOUNTS:

- *These had been circulated and directors asked to take time to go through them, feeding back any queries or comments. They will need to be signed off at the next meeting. See attached for 2022 account report.*

3. PROJECTS:

(3a) Waste bins:

- It has been agreed that Bristol Waste will provide new bins for East Street and Bedminster Parade out of their Recovery and
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FEB BBID BOARD MEETING MINUTES

Renewal Fund: images of the optional choices were circulated and discussed. Traders will be asked for their opinions before final decisions are made. Bins for North Street and West Street are likely to be available for next year. JW is intending to walk the streets with a Bristol Waste consultant.

(3b) Bristol Art District:

This was discussed at length, supported by a visual presentation which had been seen and debated by the BID marketing and events group.

- *JW said the traders will need to be persuaded that it will increase footfall into their businesses - she will talk to them about the plans. They will question cost and value for money. SB suggested that it would be useful to get some statistics which show the success elsewhere of such a venture.*

(3c) Lighting and festoons:

- *The street lighting is being audited.*

- *There has been overwhelming support from the traders for the festoon lighting. Lower North St, Cannon St and East St will be in the pilot scheme for 2023. Payment for electricity usage will be reviewed.*

3d) Greening and hanging baskets:

- *JW assessing options.*

(3e) Cleaning and shutters:

- *Recovery and Renewal Fund.*

(3f) Games Festival:

- *Under discussion. SC negotiating so far without success with the organiser of the North St Games Nights. Sub-group to be set up to consider options.*
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FEB BBID BOARD MEETING MINUTES

4. BALLOT:

- *JW to produce a timeline for the directors, after an upcoming meeting with the Council to understand the criteria and legal structure which has to be followed.*
- *Whether Asda should be approached to return was discussed. It was agreed that it would be useful to know whether Asda is a member of other BIDs.*
- *SM pointed out that the percentage of people that vote in BIDs is very low. She said that it is crucial that the traders know what the BID pays for, and that trader support should be credited at every opportunity.*
- *SM also recommended that the Articles of Association need review.*

5. RECRUITMENT:

- *The paperwork and process is in hand. Everyone agreed that traders need to be involved.*
- *JW recommended strong project management skills, and separate admin support are crucial.*

6. AOB:

- *It was agreed to offer the BIRA legal services to traders at £50 per annum. They would get 12 months' telephone access to experts.*
- *SB asked that a report on current finances is made available at every directors' meeting.*
- *JW will be emailing several items for director votes*
- *JW/TW/SB had discussed the role of directors and the composition of the Board. This to be the basis of decisions in the near future.*

Date of next meeting:

BBID open meeting 6pm Tuesday 14 March, The Steam Crane

SB

17.2.23

2. BBID DIRECTOR ATTENTION REQUIRED:

2A. ACCOUNTS:

Please read through Tyrell Proctors attached 2022 accounts & spend breakdown.

RECOMMENDATION: I will be looking at ways to visualise this data so it is quicker & easier to non directors to engage with.

ACTION: SIGN OFF IS NEEDED

2B. TOILET MAP:

Ben Barker, Let's Walk Bedminster, has made a project proposal to fund the 2023 Toilet Map to help those in and visiting our community access needed services.

PRODUCTION STAGES:

- Research: talking to toilet custodians and requesting their agreement to be on the map. This will be undertaken by local community members (FOC)

- Design: To be undertaken by a local business.
- Printing: To be undertaken by a local business.
- Distribution: Undertaken by volunteers to GP Surgeries, community centres and local businesses.

BUDGET £500.

RECOMMENDATION: This community focused project is a small financial contribution however it has a massive impact for those who face access needs while navigating our high streets.

The team have a great track record for delivery and have found local support/offers in kind to keep the costs down. For the 6th edition they are looking to include additional site access information.

I recommend we support this project and see if we can use some of the budget to create additional stickers or signs for traders involved.

ACTION: VOTE NEEDED

2. BBID DIRECTOR ATTENTION REQUIRED:

2C. BEDMINSTER BEER TRAIL:

Alpha Bottle Shop have proposed the 2023 edition of the BBT. The third event will be held over bank holiday weekend May 26th - 28th, bringing trade not only to the venues but to Bedminster as a whole.

They have a great track record of delivering an event trail, learnt and adapted from the pilot through to the second edition and now are looking to deliver with more experience and awareness of what works well.

The project fee request has been reduced significantly due to team evaluations and making the event delivery more efficient.

BUDGET £1300

- Designs of posters, A6 Maps/Cards, Logo & Social Media Templates - £750
- Printing Costs (5000+ A6 Maps/Cards & 100 Posters, stickers etc) - £350
- Stamps/Admin fee/Organisation/Social Media/Extra Costs Buffer - £200"

RECOMMENDATION: This edition will cement the annual event in the Bedminster calendar, building on the success of the previous versions and investing in its reputation for 2024 and beyond.

As one of the only venues suggesting and managing events on East St, I believe the BBID should support the project for 2023, hopefully encouraging other traders to engage with the BBID process.

I have discussed with Alpha that a 2024 funding request would most likely not be granted as there is expectation that these events become sustainable after BBID's initial investment.

Strongly suggest that this is funded and we support them for one final edition.

ACTION: VOTE NEEDED

2. BBID DIRECTOR ATTENTION REQUIRED:

2D. PRINTED NEWSLETTER:

I am proposing that we create a monthly printed A4 newsletter, on the back of Ades comments, which is physically distributed to businesses within the BBID area.

We need to up our communication and try new/additional ways to encourage trader engagement.

Not only is this important ahead of the ballot but is one of the most cited issues traders have from a coms perspective.

The newsletter will run from May - October, to be reviewed in the 2024 budget should it be beneficial.

Design to be done by Plaster with content & distribution shared with BBID Manager.

BUDGET £1800

Covering initial master design, content and monthly printing/distribution.

RECOMMENDATION: Showing that we are listening and improving communication is really important for the future BBID and how we continue to open up delivery and inclusion.

ACTION: VOTE NEEDED

2E. GRAFFITI CLEANSING:

After the deep clean in 2022 and its evaluation we are now looking at the best course of action for different vandiailed sites within BS3. Between painting surfaces, colour blocking shutters and jet washing we can budget this in for 2023 to inform the 2024 budget and ballot consultation.

Upfest are well placed to take on the wall painting element, already having many permissions from previous tags and the flexibility to address issues in real time as they pop up.

Investing a spend up to £500 pcm, we will look to run this over a six month period tackling the growing graffiti issue and being more reactive to sites that get vandalised.

2. BBID DIRECTOR ATTENTION REQUIRED:

BUDGET £3000

RECOMMENDATION: Additionally I have approached Bristol City Centre BID to see how we can utilise their street cleaning team and invest in ongoing deep cleansing on a regular basis. With the aim to keep costs more competitive than Bristol Waste.

ACTION: VOTE NEEDED

6. AOB

- The next BBID Board meeting is Tuesday 11th April at 6pm to be held downstairs in The Steam Crane.
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BID BOARD MEETING: 6PM SECOND TUESDAY OF THE MONTH

PLEASE DROP ME A MESSAGE IF YOU WOULD LIKE TO ADD ANY AGENDA POINTS TO THE MEETING OR IF YOU WISH TO BE REMOVED FROM THESE UPDATES.

THANKS FOR CONTRIBUTING TO THE SESSION & SPEAK SOON.

JOSS

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